



Glendower Preparatory School

**TEACHING ASSISTANT
Required for September 2021
Lower School (KS1)**

JOB DESCRIPTION

This full-time post requires a person with enthusiasm, energy and commitment. The working day usually runs from 8.00 am - 4.15 pm, although it may be extended (by arrangement) in order to supervise clubs. Duties involve:

Working alongside the class teacher, under their direction. These tasks will include:

- Hearing readers and changing reading books
- Working with small groups or one-to-one as directed by the teacher and SENDCO
- Running Booster/Intervention Groups
- Accompanying and supervising pupils on the coaches to and from PE sessions
- Setting up and clearing the hall for gym lessons
- Mounting and displaying pupils' work
- Photocopying
- Helping with the preparation of practical lessons such as Art, Science and DT
- Filing and laminating work
- Providing support for after-school clubs
- The opportunity for occasional provision of class cover
- Other tasks as directed by the teachers/SLT

Aspects of the role include:

- Supervision at playtimes and before and after school
- School lunchtime supervision (dining hall and playground)
- Attending INSET courses (both individual and as a whole school)
- Being involved in staff appraisal procedures
- Completing other tasks as directed by the Headteacher, Deputy Head or Head of Lower School

A Teachers' Assistant must also:

- be flexible and punctual
- have excellent IT skills
- have sound common sense
- have the ability to use his/her initiative
- be reliable and be able to follow instructions
- be available for work two days before and two days after the end of each term
- have GCSE, or equivalent, English and Maths qualifications (as a minimum requirement)
- speak English fluently